

EDITED KSAPC LISTING

CLASSIFICATION: ASSOCIATE MANAGEMENT AUDITOR

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
<i>Knowledge of:</i>	
K1.	General knowledge and application of elementary statistics to perform statistical sampling methods.
K2.	General knowledge of organization and management techniques in the public and private sector to obtain a global understanding of the control environment of the audit entity.
K3.	General knowledge and applications of electronic data processing to develop work papers and write audit reports and memos.
K4.	General knowledge of policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and other control agencies to evaluate departmental financial and program management activities.
K5.	General knowledge of validating electronic databases to ensure accuracy and integrity of data.
K6.	General knowledge of auditing standards used to conduct financial, compliance and operational audits to ensure audits are conducted using the appropriate standards.
K7.	General knowledge of program and line item budgeting to determine compliance with expenditure plans.
K8.	General knowledge of specific policies and procedures related to personnel, plant operations, health and safety to ensure compliance with departmental policies.
K9.	General knowledge of report writing techniques to effectively communicate audit findings.

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KSAPC Statements	
Ability to:	
A1.	Conduct financial, compliance and operational audits of the Department's programs and its contractors, governmental jurisdictions, and other entities to determine accountability and compliance with laws, rules and regulations.
A2.	Assist in gathering accounting and financial data to be used in conducting investigations.
A3.	Effectively apply interpersonal skills to secure and maintain the respect and cooperation from all levels of staff.
A4.	Effectively apply written and oral communication techniques to exchange information and/or provide assistance to staff and others.
A5.	Analyze the reliability and integrity of data to determine compliance with policies and procedures, ensure the accuracy of audit findings and make audit recommendations.
A6.	Work independently and/or in a team environment to accomplish audit objective.
A7.	Learn and apply auditing principles and procedures to effectively and efficiently perform your duties.
A8.	Work on multiple assignments in various stages to ensure timely completion of audits.
A9.	Transition between current assignments to address changing priorities.
A10.	Manage time to maximize productivity during work hours.
A11.	Make formal presentations in a group setting to communicate audit findings, recommendations and training.
A12.	Create meaning and value from information gathered during the audit to support the audit results.
A13.	Conduct interviews to obtain information that can be useful in achieving the objective of the audit.

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<i>Skill to:</i>	
S1.	Competently use Microsoft word and excel to document and communicate audit results.

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<i>Personal Characteristics:</i>	
PC1.	Willingness to travel and work away from the headquarters office to conduct audits.
PC2.	Ability to qualify for a fidelity bond.
PC3.	Ability to posses and maintain a valid California Driver's License.

KSAPCs highlighted in bold text are not currently on the SPB classification specification